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 U.S. Army Armor Center and Fort Knox  
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# Army National Guard and Army Reserve INITIAL ENTRY AND ADVANCED INDIVIDUAL TRAINING COUNSELING GUIDE

The word "he" when used in this pamphlet represents both the masculine and feminine genders, unless only the feminine gender applies.

**Applicability.** Applicable to all Reserve Component (RC) soldiers during IET, to include those attending AIT under the RC Prior Service Training (PST) Program, and USAARMC units, directorates, and staff offices. In case of conflict with a directive of a higher headquarters, that of the higher headquarters governs.

**Suggested improvements.** The proponent of this pamphlet is the Directorate of Reserve Component Support. Users are invited to send suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Cdr, USAARMC and Fort Knox, ATTN: ATZK-DRC, Fort Knox, Kentucky 40121-5000.

	Contents	
	Paragraph	Page
Chapter 1		1
General		1
Purpose	1-1	1
References	1-2	1
Definition of Terms	1-3	1
Responsibilities	1-4	1
Total Force Policy	1-5	1
The Reserve Components (RC) Soldier	1-6	2
Chapter 2		3
REP 63 Soldiers		3
General	2-1	3
Time Limitations	2-2	3
Promotion	2-3	4
Separations	2-4	4
On The Job Training (OJT)/Applicatory Training	2-5	4
Basic Skills Education Program (BSEP)	2-6	5
Leave	2-7	5
Medical Profile	2-8	5
Medical Care	2-9	5
Regular Army Enlistment	2-10	5
Training	2-11	5
Clothing and Equipment	2-12	5
Military Justice	2-13	5
Medical Disability	2-14	5
Finance	2-15	5
Rights and Benefits	2-16	5
AWOL and Desertion	2-17	6

	Paragraph	Contents	Page
Chapter 3			7
RC Soldiers (Other Than Rep 63) Attending AIT			7
General	3-1		7
Time in AIT	3-2		7
Over-40 Physical Training Requirements	3-3		7
Chapter 4			8
Appointment for Counseling Reclassification			8
General	4-1		8
Unique Problems	4-2		8
Counseling/Reclassification	4-3		8
Appendixes			
A. Terms			A-1
B. References			B-1

## Chapter 1

### General

#### 1-1. Purpose.

a. To provide information and guidance on procedures unique to RC Initial Entry Training (IET) soldiers.

b. To assist USAARMC in completing personnel actions for Reserve Component IET soldiers and for RC soldiers attending Advanced Individual Training (AIT) under the RC Prior Service Training (PST) program.

c. To define responsibilities for administration and counseling of RC soldiers at the USAARMC.

1-2. References. See Appendix B.

1-3. Definition of Terms. See Appendix A.

#### 1-4. Responsibilities.

a. Director of Reserve Component Support (DRCS) will:

(1) Ensure that Commanders and Directors/Chiefs of Fort Knox activities and staff offices/departments are aware of RC procedures applicable at Fort Knox.

(2) Exercise staff supervision over the RC Liaison NCOs through the RC officer coordinators.

b. The Army National Guard and U.S. Army Reserve Liaison NCOs will:

(1) Advise Commanders and Directors/Chiefs of Fort Knox activities and staff offices/departments on policies and procedures unique to the Reserve Components.

(2) Provide orientation and counsel RC soldiers in IET and those attending AIT under the PST program IAW TRADOC Reg 140-2.

(3) Assist to ensure that communication is maintained between the soldier, his home unit, and his family.

(4) Provide counseling and assistance to minimize the loss of RC soldiers before the completion of training.

#### 1-5. Total Force Policy.

a. The Total Force policy of today's Army requires a strong, efficient, and well-disciplined Reserve Force. The Army National Guard and the Army Reserve are full partners in today's Total Army, serving today and ready for tomorrow. Army National Guard (ARNG) and United States Army Reserve (USAR) soldiers must show the same standards of performance as active Army soldiers (TRADOC Pam 600-5, para 1-1).

b. RC soldiers in IET have the same benefits and privileges as active component soldiers, but some areas require special attention.

c. Active Guard/Reserve (AGR) officers and NCOs are assigned to the U.S. Army Armor Center to assist and advise RC soldiers. Problems involving RC soldiers must be promptly brought to their attention (TRADOC Reg 140-2).

1-6. The RC Soldier. The RC new soldier may need special attention because his livelihood is not the military and he is on active duty only to complete BCT and AIT. When problems arise, they are primarily due to non-military factors. Most ARNG/USAR personnel hold a full-time civilian job from which they must take leave of absence, often resulting in loss of pay and benefits. Others may be students who have limited time to complete training. Actions affecting their length of time on active duty require special coordination. RC soldiers with confirmed reservations have priority for BCT, AIT, and OSUT training seats so that they can complete training and be returned home within the limited time and funding allocated for their active duty training. These soldiers are members of hometown RC units. Any action that affects normal progress through training must be coordinated with the RC soldier's hometown unit.

## Chapter 2

## REP 63 Soldiers

2-1. General. Individuals without prior service enlist in the Army National Guard or Army Reserve under the Reserve Enlisted Program of 1963. They are often known as "REP 63" soldiers. The following information will allow cadre to answer many inquiries without a visit to the RC Liaison Office.

a. Service Obligations. The service obligation for RC non-prior service soldiers is 8 years, in one of the following options:

- (1) 8 years Troop Program Unit/0 years IRR
- (2) 6 years Troop Program Unit/2 years IRR
- (3) 4 years Troop Program Unit/4 years IRR
- (4) 3 years Troop Program Unit/5 years IRR
- (5) 0 years Troop Program Unit/8 years IRR

b. Enlistment Incentive Program. Cash bonuses, the new GI Bill, loan repayment, or educational assistance are available to some REP 63 soldiers. They must enlist in a designated unit, for a certain MOS, for 8 years in a Troop Program Unit (TPU) of the selected reserve, and meet certain educational and physical prerequisites. Additional information on RC Enlistment Programs may be obtained from the RC Liaison Office.

c. Split Training. The Split Training Program is designed for soldiers who cannot complete BCT and AIT at one time, usually due to civilian schooling or seasonal employment. On completion of BCT the REP 63 soldier is released from active duty; he returns for AIT within 1 year. Enlistees desiring or requiring Split-Option must enlist for it. Split-Option carries an 8-year Ready Reserve obligation. "Through Ticket" enlistment option will be changed to Split-Option, only in extreme hardship cases, by the RC Liaison NCO. A Split-Option member may normally change to Through Ticket. The RC Liaison Office must be contacted (TRADOC Pam 600-5).

2-2. Time Limitations. New RC soldiers are screened at the Reception Battalion to determine whether civilian commitments preclude their completing training. Phase II Split-Option soldiers must complete training, and they must be counseled immediately upon their arrival at the unit to ensure there is no misunderstanding regarding their departure date. If a trainee is unable to complete training because of civilian commitments, and an extension cannot be obtained, he is returned to his home unit. Training, once started, must be completed unless there is an extreme hardship and accelerating graduation date is not feasible. The Liaison Office must be contacted on all training completion problems. These procedures apply:

a. The Reserve Component Liaison Office completes the ATZK-TC-RC Form 4228, Work or School Commitments Worksheet.

b. The RC soldier confirms his school or seasonal employment commitment with a letter showing the latest date he can return to home station.

c. The Liaison Office contacts the personnel office of the numbered Army (CONUSA) or State Adjutant General to request an extension from the school or seasonal employer.

d. The gaining unit can accelerate Phase I training if an extension is not feasible for the soldier.

e. If training cannot be accelerated, the unit makes an appointment to send the trainee to the Liaison Office. Phone 4-2654/1849 for appointments.

f. If the Initial Active Duty for Training (IADT) orders have a "return home no later than" date, or a mandatory return date (MRD), this date should be confirmed. In most cases, the soldier must be released by that date.

g. REP 63s must complete all required training (BCT, AIT, or OSUT) the second year regardless of school/seasonal employment commitment. No Phase II soldiers will be released without completing training. If the soldier is released from active duty (REFRAD), his record will reflect training completed. Before he is REFRAD, a copy of his training record is sent to the RC Liaison Office, Bldg. No. 7099, corner of S. Carolina St. and Ninth Ave.

NOTE: Confirmation from school or employer is required before a scheduled REFRAD date is changed.

2-3. Promotion. Prerequisites for REP 63 soldiers are very similar to active Army requirements. However, they must be assigned to an authorized position in the hometown unit before being promoted. Soldiers enlisting as E-1 may be advanced to E-2 on completion of 6 months creditable service following entry on IADT. Advancement will be accomplished by the custodian of the soldier's personnel records, without regard to unit vacancy. Soldiers may also be promoted:

a. In recognition of outstanding performance, local commanders may advance soldiers who have at least 4, but less than 6 months service following entry on IADT (AR 140-158, para 3-7, for USAR, and NGR 600-200; para 6-12, for ARNG).

b. For referring qualified applicants who enlist in the delayed entry program, Regular Army, USAR or ARNG (AR 601-210, Table 2-3, Rule F, for USAR and NGR 600-200, para 6-13, for ARNG).

c. RC soldiers who are or were enrolled in an accredited college program, Junior Reserve Officer Training Corps (JROTC), Senior Reserve Officer Training Corps SROTC, National Defense Cadet Corps (NDCC), and Civil Air Patrol (CAP) are eligible for advancement to E-2 or E-3. However, they must have supporting documentation (AR 601-210, Table 2-3, for USAR and NGR 600-200; Table 2-6, for ARNG).

2-4. Separations. RC soldiers released from active duty will be separated in accordance with AR 635-200. Separation documents will be prepared in accordance with AR 635-5. RC soldiers will receive a DD Form 214 or 220 upon separation.

2-5. On-the-Job Training (OJT)/Applicatory Training. RC soldiers requiring MOS training must complete AIT. They cannot be released to their parent unit to complete MOS training in OJT status (AR 140-111). For Army Civilian-Acquired Skills Program (ACASP) requiring 12 weeks training they are required by Public Law to have applicatory training (AR 612-201, para 3-29).

2-6. Basic Skills Education Program (BSEP). RC soldiers may attend BSEP, but only as volunteers, and after coordination with the RC Liaison Office. An information copy of the enrollment must be forwarded to the RC Liaison Office, Bldg. No. 7099 (C1, para 6-8, TRADOC Reg 350-6).

2-7. Leave. Normally, leave is not granted to IET soldiers unless authorized on original IADT orders, or emergency leave is verified by the Red Cross. Excess leave will be paid upon separation. Christmas-Hanukkah leave will be approved.

2-8. Medical Profile. RC soldiers cannot be reclassified, discharged, or REFRAD while on profile unless the soldier is on extended profile for over 60 days, and a line of duty investigation has been completed. Coordination must go through the RC Liaison Office.

2-9. Medical Care. Sections 1071-1087, Title 10, United States Code, authorize medical and dental care for RC soldiers and family members when on active duty for more than 30 days. The extent of privileges and benefits authorized is outlined in AR 40-121.

2-10. Regular Army Enlistment. RC soldiers cannot enlist in the Regular Army while on IET. They must return to their USAR/ARNG unit after completing AIT, serve there for at least 6 months, and be granted a release to enlist in the Regular Army by the unit commander of the RC unit.

2-11. Training. RC soldiers will be processed and trained with active Army soldiers. RC soldiers have priority to begin training ahead of others (C1, para 6-3, TRADOC Reg 350-6).

2-12. Clothing and Equipment. REP 63 soldiers will be equipped at Fort Knox. Phase II soldiers must report with all required clothing. Those arriving without it will be given a new issue, which will include only items required to complete training. Items will be charged to the appropriate State USP&FO or Army Reserve Command, as authorized by AR 700-84.

2-13. Military Justice. REP 63 soldiers are subject to UCMJ while performing IET and may be punished under Article 15 or tried by court-martial. The USAR/ARNG Liaison NCO must be consulted and informed of any UCMJ action affecting the RC soldier. Notify the RC Liaison NCO of any punishment of an RC soldier.

2-14. Medical Disability. Processed as for active duty soldiers.

2-15. Finance. RC pay is processed by the Post Finance Office, as for active Army soldiers, except that allotments may not be made.

2-16. Rights and Benefits. REP 63 troops have the rights and benefits afforded other soldiers. However, due to their brief time on active duty, they cannot participate in the civilian education program.

a. Army Emergency Relief (AER). Loans are available to RC soldiers on active duty more than 30 days.

b. Death Gratuities. If an RC soldier dies during IADT, survivors will receive death gratuities. The RC Liaison Office must be informed immediately (AR 600-8-1).

2-17. AWOL and Desertion. Procedures are slightly different from those for active Army soldiers. Inquiries must be made to the appropriate commands concerning the

USAARMC Pam 135-2 (20 Apr 87)

whereabouts of the soldier, and the reason for AWOL. The RC Liaison Office must be contacted in all AWOLs or desertions (AR 630-10, para 204 and 2-5 (AWOLs) and 3-2 (DFR)).



### Chapter 3

#### RC Soldiers (Other Than REP 63) Attending AIT

3-1. General. Individuals with prior service often enlist in the Army National Guard or Army Reserve for a position requiring an MOS different from their original one. They enlisted under the RC Prior Service Training (PST) program. When an RC soldier moves to a new unit, he must often enter a new MOS, because MOS's available depend on what kind of units are in the area. Many ARNG and USAR soldiers report to Fort Knox on Full Time Training Duty (FTTD) or Active Duty Training (ADT) to earn a new MOS, several years after IET.

3-2. Time in AIT. Orders for FTTD (ARNG) or ADT (USAR) will state the start date and request that training be conducted for a specific number of days or until training is completed. In some cases, an amendment will be necessary to allow the proper number of training days to complete training. The Liaison NCO should be contacted if it is necessary to request an amendment from the State Adjutant General's office or major U.S. Army Reserve Command (MUSARC).

a. Title 10 ADT Orders for USAR. The trainee personnel office at Fort Knox can endorse these orders, as necessary, for the sufficient number of days to complete AIT. Inform the USAR Liaison NCO.

b. Army National Guard FTTD. If an ARNG soldier needs an extension, contact the ARNG Liaison NCO who will arrange for an amendment with the State.

c. RC soldiers on orders for AIT carry a TRADOC priority for entry into training. They are on duty at their unit's expense, for only the limited time to complete training.

3-3. Over-40 Physical Training Requirements. RC soldiers who are 40 years of age or older must be medically cleared to participate in physical training.

## Chapter 4

### Appointments for Counseling/or Reclassification

4-1. General. The RC Liaison NCOs are available for counseling from 0700 to 1600, Monday through Thursday, in Bldg. No. 7099. Appointments must be made by calling 4-2654 for the Army National Guard and 4-1849 for Army Reserve. Priority will be afforded to soldiers processing through the Reception Battalion. Only emergencies will be accepted on Friday. Soldiers arriving without an appointment will be instructed in procedure of how to make an appointment and will be returned to the unit to obtain an appointment.

4-2. Unique Problems. In case this pamphlet is insufficient to answer the inquiry/problem, the RC soldier will be allowed to consult with the RC Liaison Office.

4-3. Counseling/Reclassification. In some cases, the new RC soldier must consult with the RC Liaison Office to resolve a problem. Areas that may require counseling are:

a. Entry Level Performance and Conduct Separation (ELS). RC soldiers identified as possible ELS candidates must receive early counseling by the RC Liaison Office before ELS procedures begin. Once ELS action is considered, the soldier is again counseled. All counseling statements by cadre must accompany the soldier to the Liaison Office (TRADOC Reg 140-2, para 4b and 5a; TRADOC Pam 600-5, para 3-8 (4); and AR 612-201). ELS separation for RC (REP 63) soldiers will not be considered in lieu of separation in accordance with para 5-11, 5-13, 5-14, Chapters 7, 8, 9, 13, 14, or 15 of AR 635-200. REP 63s who are BCT-qualified may be considered for reclassification, instead of ELS. AR 635-200, Chap 11, para 11-3 pertains to Phase II REP 63s.

b. RC soldiers who do not meet procurement medical fitness standards, or any other type of discharge, should also be counseled by the RC Liaison office before separation procedures begin.

c. MOS Reclassification. RC soldiers will be trained in their primary MOS. If for any reason (academic, administrative, or medical) they fail to earn that MOS, they will be reclassified IAW the needs of the hometown unit. That action is prepared by the RC Liaison Office to authorize training in another MOS; the RC Liaison NCO must approve.

d. Any unusual/peculiar circumstance (death, hospital, jailed, AWOL, emergency leave, etc.) pertaining to the RC soldier must be reported to the RC Liaison Office. Requests by RC personnel to consult the RC Liaison Office will be honored.

## Appendix A

### Explanation of Terms

A-1. General. This appendix consists of two main parts. The first part lists abbreviations of terms which are frequently used in reference to the RC. The second part defines the terms.

#### A-2. Abbreviations.

AD:	Active Duty
AGR:	Active Guard/Reserve
ACASP:	Army Civilian-Acquired Skills Program
ARCOM:	Army Reserve Command
ARNG:	Army National Guard
ARPERCEN:	Army Reserve Personnel Center
AT:	Annual Training
CAR:	Chief, Army Reserve
FTTD:	Full-Time Training Duty
GOCOM:	General Officer Command
IADT:	Initial Active Duty Training
IDT:	Inactive Duty Training
IRR:	Individual Ready Reserve
MOS:	Military Occupational Specialty
NG:	National Guard
RC:	Reserve Components
REP 63:	Reserve Enlistment Program of 1963
USAR:	United States Army Reserve

#### A-3. Definition of Terms.

a. Active Duty (AD). Full-time duty in the active military service of the United States. A general term applied to all active military service with the active force without regard to duration or purpose.

b. Active Duty for Training (ADT). Full-time active duty in the active military service for training purposes by members of the RC. ADT includes attendance at Army service schools, short tours of active duty for special projects,

and other types of active duty which is separate from annual training (AT) or inactive duty training (IDT).

c. Active Guard/Reserve (AGR). A name for Guard and Reserve soldiers on full-time active duty to improve mobilization readiness by organizing, administering, recruiting, and instructing the Guard and Reserve. It applies to the Reserve Components of all of the Armed Services. Within the Army it applies to the Army National Guard and the Army National Guard of the United States as well as to the Army Reserve.

d. Annual Training (AT). The period of annual active duty training which ARNG/USAR members perform each year to satisfy annual training requirements associated with their Reserve Component assignment; ordinarily a minimum of 14 days for units and 12 days for individual reservists per calendar year. Also referred to as summer camp or annual field training.

e. Army National Guard (ARNG). The Army portion of the organized militia of the several states, the Commonwealth of Puerto Rico, the District of Columbia, Guam, and the Virgin Islands, whose units and members are federally recognized.

f. Army Reserve (USAR). See United States Army Reserve.

g. Army Reserve Command (ARCOM). A table of distribution and allowances (TDA) headquarters of the USAR established directly under a CONUS Army to command a geographical grouping of nondivisional troop program units of the USAR.

h. Army Reserve Personnel Center (ARPERCEN). A Department of the Army field operating agency of the Office of the Chief, Army Reserve. Through ARPERCEN, the Chief, Army Reserve exercises control over all the elements of the Army Reserve which are not organized into Troop Program Units (TPU).

i. Control Group. An administrative organization established for control and statistical accounting purposes at the Army Reserve Personnel Center (ARPERCEN). A Control Group is composed of individual reservists who are not assigned to a troop program unit or to the staff/faculty of USAR schools. Personnel in the Individual Ready Reserve and the Standby Reserve are administered by Control Groups.

j. Full-Time Training Duty (FTTD). This refers to full-time training, with or without pay, by members of the ARNG. This duty is performed in state status and includes ARNG annual training and other types of active duty tours.

k. General Officer Command (GOCOM). A USAR troop program unit, other than an ARCOM, commanded by a general officer.

l. Inactive Duty Training (IDT). Authorized training performed by a member of a Reserve Component not on active duty or active duty for training, performed with or without pay; for example, weekend or weeknight training assemblies (also referred to as "drills").

m. Individual Mobilization Augmentation (IMA). A category of the USAR Ready Reserve, composed of individuals to provide Active Component organizations with pre-trained soldiers to serve in critical wartime-required positions. All IMA's are part of the Selected Reserve and are in the IMA control group under the command of ARPERCEN.

n. Individual Ready Reserve (IRR). A category of the USAR Ready Reserve, composed of individuals who are not assigned to troop program units (the Selected Reserve) and not on active duty. IRR members are assigned to a Control Group under the command of ARPERCEN.

o. Initial Active Duty Training (IADT). The first period of active duty for training prescribed by law or regulation for non-prior-service Reserve Component enlistees which, when satisfactorily completed, produces a trained member in a military specialty. REP 63 enlistees are required to perform a minimum 12 weeks of IADT.

p. National Guard. See Army National Guard.

q. Reserve Components of the Army. Refers to both the Army National Guard (ARNG) and the United States Army Reserve (USAR), including both units and individuals.

r. Ready Reserve. An RC category consisting of troop program units in the ARNG and USAR (the Selected Reserve) and personnel in the Individual Ready Reserve (IRR) of the USAR, who are subject to involuntary order to active duty as prescribed by law.

s. REP 63 Soldiers. Individuals who enlisted in the RC under the provisions of the Reserve Enlistment Program of 1963 (Public Law 8-110, 88th Congress). REP 63 enlistees have a minimum 12 week initial active duty training (IADT) obligation.

t. Reservist. As used in this pamphlet, the term applies both to members of the Army National Guard (ARNG) and United States Army Reserve (USAR).

u. Retired Reserve. A USAR category consisting of individuals whose names are placed on the Reserve Retired list by proper authority in accordance with law or regulations. Members of the Retired Reserve may be involuntarily ordered to active duty in certain circumstances during war or national emergency.

v. Selected Reserve. That portion of the Ready Reserve which consists of units and, as designated by the Secretary of the Army, of individual reservists required to participate in inactive duty training periods and annual training, both of which are in a pay status. The Selected Reserve also includes personnel performing initial active duty training (IADT) and Individual Mobilization Augmentees (IMA).

w. Standby Reserve. A reserve category consisting of individuals who have fulfilled their Ready Reserve obligation, or who are excused from such by appropriate authority, but who have a remaining service obligation. Personnel in the Standby Reserve are available in certain circumstances for involuntary order to active duty during war or national emergency.

x. State. As used, is inclusive of the 50 states, the Virgin Islands, Puerto Rico, Guam, and the District of Columbia.

y. Through Ticket. An enlistment option contracted between the United States Army Recruiting Command (USAREC) and the new RC soldier which requires him to continue on initial active duty training without a break until he completes BCT and AIT or OSUT.

z. Troop Program Unit. A unit of the Selected Reserve (ARNG and USAR) in the training and pay category A (paid drill), which has been programmed and organized

under a table of organization and equipment (TOE) or a table of distribution and allowances (TDA).

aa. United States Army Reserve (USAR). A federal force consisting of individual reinforcements and units trained in peacetime to provide a reservoir of trained individuals and units to be ordered to active duty in the event of a national emergency.

## Appendix B

### References

#### B-1. Army Regulations.

- a. AR 37-104-3, Military Pay and Allowance Procedures: Joint Uniform Military Pay System Army (JUMPS-Army).
- b. AR 40-3, Medical, Dental and Veterinary Care.
- c. AR 40-121, Uniformed Services Health Benefits Program.
- d. AR 40-501, Standards of Medical Fitness.
- e. AR 130-5, Organization and Functions of National Guard Bureau.
- f. AR 135-91, Service Obligations, Methods of Fulfillment, Participation Requirement, and Enforcement Procedures.
- g. AR 135-178, Separation of Enlisted Personnel.
- h. AR 135-200, Active Duty for Training and Annual Training of Individual Members.
- i. AR 135-205, Enlisted Personnel Management.
- j. AR 135-210, Order to Active Duty as Individuals During Peacetime.
- k. AR 140-1, Mission, Organization and Training.
- l. AR 140-111, U.S. Army Reserve Enlistment and Reenlistment Program.
- m. AR 140-158, Enlisted Personnel Classification, Promotion and Reduction.
- n. AR 310-10, Military Orders.
- o. AR 600-8-1, Army Casualty and Memorial Affairs and Line of Duty Investigations.
- p. AR 600-200, Enlisted Personnel Management System.
- q. AR 601-210, Regular Army and Army Reserve Enlistment Program.
- r. AR 612-201, Processing Control and Distribution of Personnel at U.S. Army Reception Stations and Training Centers.
- s. AR 630-5, Leave and Passes.
- t. AR 630-10, Absence Without Leave and Desertion.
- u. AR 635-5, Separation Documents.
- v. AR 635-10, Processing Personnel for Separations.
- w. AR 635-40, Physical Evaluation for Retention, Retirement or Separation.

USAARMC Pam 135-2 (20 Apr 87)

- x. AR 635-100, Officer Personnel.
- y. AR 635-200, Enlisted Personnel.
- z. AR 640-10, Individual Military Personnel Records.
- aa. AR 700-84, Issue and Sale of Personal Clothing.
- bb. AR 710-2, Supply Policy Below the Wholesale Level.

B-2. DA Pamphlets.

- a. DA Pam 135-1, The Guard and Reserve Soldier.
- b. DA Pam 135-2, Briefing on Reemployment Rights of Members of the Army National Guard and the US Army Reserve.

B-3. Defense Department Publications. DODPM, Military Pay and Allowances-Entitlements.

B-4. TRADOC Publications.

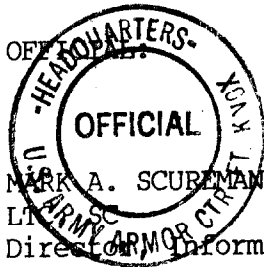
- a. TRADOC Supplement 1 to AR 635-200, Personnel Separations Enlisted
- b. TRADOC Reg 140-2, The USAR Liaison NCO Program at Army Training Centers and Schools.
- c. TRADOC Reg 350-6, Initial Entry Training (IET) Policies and Administration.
- d. TRADOC Pam 600-5, General Management of ARNG/USAR Trainees.

B-5. National Guard Publications.

- a. NG Reg 310-10, Military Orders.
- b. NG Reg 600-200, ARNG Enlisted Personnel Management.
- c. NGB Pam 600-200, ARNG CASP.



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